

Occupation Summary for Executive Director:

Under the supervision of the ADRA Board, this position serves to represent the Louisiana State credentialing board for addiction counselors and prevention professionals.

Incumbent must also maintain knowledge of programs such as Microsoft Office and Quickbooks.

Essential Functions:

- Collaborate with the board of Directors to identify, create and implement strategic plans to actualize objectives.
- Provide oversight to a talented team of employees who can lead critical departments and maintain appropriate job functions.
- Manage organizational financial obligations; including payroll and other monthly expenses.
- Assist in development of statute and rules as needed.
- Monitor operations and ensure employees, organizational practices, and all regulated individuals comply with regulatory and legal requirements.
- Protect the public and enforce statute. Work with legal staff to process ethical violations.
- Develop the organizational culture and promote transparency and collaboration throughout the organization with state reporting.
- Develop partnerships with industry regulators and other relevant parties.
- Identify potential risks and opportunities within the organization and its environment to protect organizational interests.

ADRA
ADDICTION
DISORDER
RECOVERY
ASSOCIATION

Occupation Summary for Assistant Director:

Under the supervision of the Director of the Addictive Disorder Regulatory Authority, this position serves to assist the Executive Director and administrative staff. Duties relieve the Director of minor administrative matters thus requiring incumbent to make decisions, give directives, and use own judgment and initiative. The Regulatory Authority provides for licensure, certification and registration of addiction counselors and prevention professionals throughout the state.

Incumbent must also maintain knowledge of programs such as Microsoft Word, Access, Excel and Windows.

Essential Functions:

- Reviews and processes applications and renewals for addiction counselors, prevention professionals, gambling counselors, and clinical supervisors. Verifying all minimum standards are met before approving any application. Serves as liaison between ADRA and the professionals that hold practice credentials as well as candidates for credentialing.
- Serves as liaison between ADRA and colleges, universities, and other education providers as well as liaison for ADRA individuals and organizations that provide clinical experience.
- Coordinates, organizes, maintains and updates an extensive file system for the office. Assist in preparation of materials, presentations and other information needed for meetings attended by the director and assistant director.
- Receive and respond to telephone inquiries visitors and written requests for information. Make copies, take messages and/or refer to appropriate staff.

Occupation Summary for Administrative Assistant:

Under the supervision of the Assistant Director and the general supervision of the Director of the Addictive Disorder Regulatory Authority, this position serves to assist the Executive Director and administrative staff. Duties relieve the Assistant Director of minor administrative matters thus requiring incumbent to make decisions, give directives, and use own judgment and initiative. The Regulatory Authority provides for licensure, certification and registration of addiction counselors and prevention professionals throughout the state.

Incumbent must also maintain knowledge of programs such as Microsoft Word, Access, Excel and Windows.

Essential Functions:

- Reviews and processes applications and renewals for counselors in training, addiction treatment assistants, and prevention specialists in training. Verifying all minimum standards are met before approving any application. Serves as liaison between ADRA and the professionals that hold practice credentials as well as candidates for credentialing.
- Serves as liaison between ADRA and colleges, universities, and other education providers as well as liaison for ADRA individuals and organizations that provide clinical experience. Processes applications and renewals for approved educational providers.
- Coordinates, organizes, maintains and updates an extensive file system for the office including correspondence, forms, incoming and outgoing mail. Files must be organized and maintained in terms of priorities. Assist in preparation of materials, presentations and other information needed for meetings attended by the director and assistant director.
- Collect and process all incoming and outgoing correspondence. Receive and respond to telephone inquiries visitors and written requests for information. Make copies, take messages and/or refer to appropriate staff.